

## Help Document / Training Tutorial

## **Customer Index - Locating a Grower-Farm-Field**

1. Once in the Main I.F.A.R.M. page, select the → button in the Customer Index / Grower-Farm-Field window. This will drop down the list of division entries. Continue selecting the → buttons for the Division, Location, Grower, Farm & Fields, and Field Data.



**2.** Users can expand the profile window by clicking the upper window arrow. Once clicked, the Search Filter window closes, and the profile tree expands up (right).





Clicking the arrow again will open the Search Filter features, and move the profile tree back down.



## Help Document / Training Tutorial

Customer Index Review continued...

**3.** Users can also expand the index tree by right-clicking on the Customer or Farm level icon. Select **Expand All.** All Farms / Fields / Data will drop down automatically and become visible (see right).





 Users can also close up an expanded customer profile by right-clicking on the Customer icon and selecting Collapse All. All Farms / Fields / Data will close (see right).



_